

# Iowa Tribe of Oklahoma Vacancy Announcement

Position: Recreation Leader  
Position Number: 4452  
Pay Grade: Exempt  
Department: Health  
Location: Perkins, Ok  
Issuing Date: June 23, 2009  
Closing Date: Until Filled



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## Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**SUMMARY** This position's primary responsibility is to establish a recreation program for court involved youth and those at-risk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Organizes, leads, and promotes interest in facility activities, such as arts, crafts, sports, games, camping, and hobbies.
- Conducts recreational activities and instructs participants to develop skills in provided activities.
- Arranges for activity requirements, such as entertainment, and setting up equipment and decorations.
- Schedules facility activities and maintains record of programs.
- Explains principles, techniques, and safety procedures of facility activities to participants and demonstrates use of material and equipment.
- Ascertains and interprets group interests, evaluates equipment and facilities, and adapts activities to meet participant needs.
- Meets and collaborates with agency personnel, community organizations, and other professional personnel to plan balanced recreational programs for participants.
- Enforces rules and regulations of facility, maintains discipline, and ensures safety. Greets and introduces new arrivals to other guests, acquaints arrivals with facilities, and encourages group participation.
- Supervises and coordinates work activities of personnel, trains staff, and assigns duties.
- Schedules maintenance and use of facilities.
- Evaluates staff performance and records reflective information on performance evaluation forms.
- Completes and maintains time and attendance forms and inventory lists.
- Meets with staff to discuss rules, regulations, and work-related problems.
- Assists management to resolve complaints.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** A combination of at least five years of relevant education and relevant work experience is required for this position. Other qualifications include volunteer work experience, skills in communicating effectively both orally and in writing, skills in planning and organizing activities to meet the established objectives, respectful of tribal cultures, customs, beliefs, values, and social systems

**CERTIFICATES, LICENSES, REGISTRATIONS** CPR and First Aid Certification

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CONDITIONS OF EMPLOYMENT**

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test and maintain a valid driver's license. Additionally, selected individual must be able to pass background check.